



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting

Water & Sewer Board

Probate Conference Room, Town Hall, 338 Main Street, Winsted

June 14, 2016

Chairman Richard Nalette called the meeting to order at 7:00 p.m. The following members were present: Richard Nalette, John Massicotte, Tim Moran and David Villa. Also present were Jim Rollins, Director of Public Works, and Bruce Stratford, Director of Finance. Tim O'Meara was absent excused. Also present were representatives from the Water and Sewer Department: Marty Cormier and Mike Girolamo.

Public Input – none

Approval of Minutes from May 24, 2016:

Motion by D. Villa to approve the minutes of May 24, 2016. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Update on questions asked of the Finance Director: Mr. Stratford explained Jim Rollins provided him a copy of the minutes from the Water & Sewer Commission meeting in March 2015 reflecting a specific page in the 2013-2014 audit. J. Massicotte said the Town Manager stated the end of the fiscal year had a combined \$300,000 left – at the end of the next fiscal year, the Town took it for depreciation and expenses. D. Villa stated somewhere between \$314,000 and \$319,000; money is not supposed to be co-mingled; should not be using the same auditor but if the Town culls the money from Water & Sewer and then needs money, Water and Sewer has to go to the Town; the Board is responsible to the ratepayers; we can't explain where the money is; the money got swept into Town money; the auditor has two divergent clients – the Water & Sewer Board and the Town; money was stolen and booked against Town operations; audit has questions associated with it; incumbent on the Town to explain the transfer. J. Massicotte said that's why the Board wants separate checking accounts. D. Villa noted in that period, insurance agents settled and that money got co-mingled; had to be a mechanism that money got booked into the Town; Water & Sewer is culpable for this money. Mr. Stratford noted he had not heard the \$314,000 - \$319,000 number before. J. Massicotte added that is water and sewer combined. Mr. Stratford explained financial statements. Discussion followed regarding schedule of depreciation, where the money is, no money is actually moved – just a book entry, etc. D. Villa stated all we can do is rely on representation; can't account for \$314,000 - \$319,000; counting on an auditor representing both parties; unable to serialize movement of money; biggest problem is lack of transparency between the Town, auditors and Water & Sewer Board; at the end of this fiscal year, may have loose money – what happens to the money? Mr. Stratford said it stays there unless it's for water and sewer operations; distributed Bank of America statements – proceeded to review same. Discussion followed regarding operating expenses into the next fiscal year, debt payments, etc. D. Villa noted none of the commentary was directed at the current Finance Director – these issues were prior. Mr. Stratford said he took notes and will be meeting with the auditors – audit is almost done. D. Villa said it would be helpful to have procedures or a memorandum of policy. Mr. Stratford explained all the procedures that apply to the Town apply to water and sewer operations – there are no different controls but will get basic information. D. Villa stated it would be helpful to know. Mr. Stratford verified the information the board wants to know. D. Villa added he would like the remaining money to be set aside.

Mr. Rollins questioned hiring a temporary guy; said Civil Service won't allow that until the money is in payroll; have estimated amounts but the Board will need to have those numbers to approve and the Civil Service can move forward;

asked about benefit costs. T. Moran noted that position is in the budget. Discussion followed regarding whether it was in the budget, the Civil Service process, etc.

Watershed Inspection Report: Mr. Rollins said don't know anything new; the DEEP hasn't responded except to notify him of a construction project in Norfolk that needs to be included in the Town's watershed inspection report. Discussion followed regarding how Norfolk's project affects us.

Application on PPG Grant – nothing new

D. Villa asked about pick-up truck money in the sewer fund. Brief discussion followed regarding the funds came from both water and sewer, possible other vehicles that need replacement, transfer money from contingencies, mechanical work being done on existing vehicles, etc.

Director's Report: Mr. Rollins said already covered a lot of what was on his list:

- Leak under Brook Street
- Rich Kemp's planned retirement is October 2016; have to start working on it.
- Asked about the Oakdale Avenue generator. Chairman Nalette said have a better solution – temporary generator should be permanent. Discussion followed regarding the easement from the State and their requirements, contractor requirements, prevailing wages, Town doing it itself, etc. D. Villa verified the pump issue has been resolved.
- Will be working on the budget with Bruce Stratford but have to streamline it.
- Water Report is in (distributed earlier)
- Truck #35 (1989 Ford with aluminum dump body) used to be used for Fire Department training; is there any use for it? M. Girolamo said not anymore. Discussion followed regarding donating it to the Fire Department, utilizing it for the Street Department, see if it's cost effective to fix it up, etc.
- Sought a motion to hire a temporary Utilityman 3 or 4 and budget for the new hire. **Motion** by D. Villa **to allow the Water & Sewer Commission take all appropriate measures through the Civil Service Commission to effectuate a full-time hire.** Second by R. Nalette. Brief discussion followed. **Vote:** All in favor - *motion carried unanimous.*
- Have a draft memorandum of understanding for phone-carrying on-call guys for the water and sewer emergency calls. D. Villa explained MERA (Municipal Employee Relations Act) is very specific – board cannot get involved other than the money.
- ABC Pizza had a sewer back-up – they never called the Town. T. Moran asked if they submitted the claim to their insurance company; they never called the Town so we shouldn't be responsible – never knew about it. Brief discussion followed regarding possible costs involved. Consensus is to have Jim Rollins negotiate a settlement.

Handle water and sewer emergency calls: addressed in Director's Report

Fee for turning on and off service - \$100.00: Chairman Nalette explained the Commission needs to hold a public hearing and change the regulation. Brief discussion followed regarding the number of turn-on services.

Pump Station #7 – nothing new

Indian Meadow Water & Sewer Line: Mr. Rollins said the purchase order is out – coordinating with the guys to do it.

Updated Budget of 2015-2016: addressed under Finance Director and Public Works Director reports. Discussion followed regarding the need for a special meeting to be held prior to July 1st. Mr. Rollins said he's not ready for that yet; suggested providing a preliminary budget. D. Villa expressed his frustration with not having a budget in place.

Old Business:

- **Upland Avenue** – nothing new
- **Lenard Engineering Report for USDA Rural Development Grant (PPG Grant)** – nothing new

New Business: none

Adjournment: Meeting adjourned 8:08 p.m. upon motion by T. Moran and second by D. Villa. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, July 12, 2016
7:00 p.m.